

CHAPTER 6 OFFICE OF GOVERNMENT-WIDE POLICY (OGP)

PART 1 DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE ASSOCIATE ADMINISTRATOR FOR GOVERNMENT-WIDE POLICY

Delegated Authority		Limitations
1. General Authorities.		
a.	Acts as the Regulatory Policy Officer for GSA under E.O. 12866 on Regulatory Planning and Review, and 40 U.S.C. § 121(c).	Authority not re-delegable
b.	Issues guidance/instructions to Federal agencies on travel, transportation, the management of property, and the provision of other administrative services (excluding financial management and Federal personnel management) as the Administrator shall designate, and other areas of functional responsibility (see GSA Organization Manual, Ch. 5 (OHR P 5440.1) that fall within the purview of the Office of Government-wide Policy (OGP).	
c.	Issues proposed regulations that will prescribe policies on travel, transportation, the management of property and services, and other areas of functional responsibility, as described in OHR P 5440.1, Chapter 5, that fall within the purview of OGP. This includes authority to make any determinations and decisions required by law, regulation, or agency directive relating to the issuance and publication of such policies and proposed regulations. This includes authority to act as the agency head under 5 U.S.C. § 605(b) to certify that a proposed regulation will not, if promulgated, have a significant impact on a substantial number of small entities. (40 U.S.C. § 121(c) and (d)).	
d.	Develops interim and final regulations that will prescribe policies on travel, transportation, the management of property and administrative services and other areas of functional responsibility that fall within the purview of OGP for issuance by the Administrator. This includes developing any determinations and decisions required by law, regulation, or agency directive relating to the issuance, publication and codification of such policies and regulations. (40 U.S.C. § 121(c) and (d)).	
e.	Approves or disapproves requests for deviations from or waivers of regulations, other than acquisition regulations, issued by the Administrator unless the	

	regulation specifically requires the Administrator's approval and precludes re-delegation of approval/disapproval authority or specifies another GSA official as the deciding official.	
f.	Accepts or rejects on behalf of the Federal Government unconditional gifts of personal or other property in the aid of any project or function of OGP. (40 U.S.C. § 3175).	
g.	Serves as GSA's Evaluation Officer and performs the responsibilities outlined in the Foundations for Evidence-based Policy Making Act of 2018 and supporting OMB implementation guidance as required by Public Law 115-435 and OMB Memo M-19-23.	This authority may be redelegated to the Director, Office of Evaluation Sciences.
2. GSA Administrative Policy		
	Develops and recommends to the Administrator policies and procedures for managing GSA's agency-wide mail operations, fleet activities, foreign gifts program, GSA-owned personal property and space programs.	
3. Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), and other agreements		
	Enters into MOUs, interagency agreements, and other similar agreements for those activities for which the Associate Administrator has responsibility. This includes authority and responsibility for making determinations and decisions required by any law, regulation, or agency directive relating to the use of the agreement. (40 U.S.C. §§ 101, 112, 121, 311(c) and (d), 501, 502, and 31 U.S.C. § 1535, 31 U.S.C. Chap. 65).	Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)
4. Information Technology		
a.	Develops, maintains, and disseminates for the use of executive agencies, as requested by the Office of Management and Budget (OMB) or the agencies, recommended methods and strategies for the development and acquisition of information technology, including electronic commerce. (44 U.S.C. § 3602(f)(6)).	
b.	Facilitates Government-wide policy development support, interagency coordination, and technical support functions for enhanced electronic commerce.	

	(44 U.S.C. § 3602(f)(6)).	
c.	Provides support and assistance to interagency groups, i.e., the Chief Information Officers Council, Chief Financial Officers Council, and the Chief Acquisition Officers Council. (44 U.S.C. § 3603(c)(3), 41 U.S.C. § 4103, and as requested by OMB).	
d.	Provides electronic and information technology technical assistance to individuals and Federal agencies concerning the requirements of Sec. 508, Electronic and Information Technology (29 U.S.C. § 794d, as amended).	
e.	Conducts and manages outreach programs in cooperation with agency managers to enhance the abilities of agencies to plan, acquire, and successfully implement information technology systems. (44 U.S.C. § 3602(f)(6)).	
f.	Establish a framework to allow efficient interoperability among executive agencies when using electronic signatures, including processing of digital signatures. (44 U.S.C. § 3501, note).	
g.	Provide guidance and assistance and other records management services to Federal agencies on economical and effective records management. (44 U.S.C. § 2904, 41 CFR Part 102-193).	
5. Regulatory Information and Activities		
	Compiles and analyzes data on both Government-wide and agency specific regulatory information and activities in support of OMB's coordinated Government-wide review of agency rulemaking. (E.O. 12866, and data on information collections under the Paperwork Reduction Act (44 U.S.C. § 3501 <i>et seq.</i>)).	
6. Property Management and Disposal.		
a.	Real Property	
	(1) Provides government-wide policy oversight and guidance for the acquisition, construction, utilization, management, and disposal of Federal real property. Provides leadership in the development and maintenance of a centralized government-wide real property inventory system. (E.O. 13327, Sec. 2; 40 U.S.C. § 101 <i>et seq.</i> ; 40 U.S.C. § 121(c); Subtitles I and II of Title 40, of the U.S.C.; 40 U.S.C. § 3302 <i>et</i>	

	seq. and Pub. L. 107-217).	
	(2) Develops regulations, standards and criteria for issuance by the Administrator for the acquisition, construction, utilization, management, and disposal of Federal real property. (E.O. 13327; E.O. 12072, Sec. 1-2, 1-201(b); 40 U.S.C. § 101 <i>et seq.</i> , 40 U.S.C. § 121(c); Subtitles I and II of Title 40 of the U.S.C., and 40 U.S.C. § 550).	
	(3) Periodically evaluates the implementation and effectiveness of real property policies and delegations of authority and the need for continuous improvement. (E.O. 13327).	
	(4) Provides guidance, assistance, and oversight on alternative workplace facilities to executive agencies and others. (40 U.S.C. § 587(c)(3)).	
b.	Personal Property.	
	(1) Develops and recommends to the Administrator regulations and policies for the Federal Government pertaining to the management and disposition of personal property. (40 U.S.C. §§ 121(c), 503, 506, 521-529, 541-558, 571-573, 702-704, 1306, 5 U.S.C. § 7342; 15 U.S.C. § 3710(i); E.O. 12999).	
	(2) Determines the categories of surplus and exchange/sale personal property which can be sold by negotiated sale at fixed prices. (40 U.S.C. §§ 503, 545).	
	(3) Surveys Federal property and property management practices and cooperates with executive agencies to establish reasonable inventory levels for property stocked by them. (40 U.S.C. § 506(a)(1)).	
	(4) Approves or disapproves requests of holding agencies to sell classes of personal property that are ineligible for exchange/sale. (40 U.S.C. § 503(b)(1)).	
	(5) Approves or disapproves requests of holding agencies to sell specific types and/or quantities of surplus and exchange/sale personal property. (40 U.S.C. §§ 541, 549).	Concurrence of the Commissioner, FAS, or a designee, is required when proceeds from the proposed are expected to exceed \$25,000.
	(6) Reassigns GSA property among GSA activities, determines that GSA property is excess, performs care	

	and handling of excess GSA property pending transfer, and transfers excess GSA property to other agencies. (40 U.S.C. §§ 102 and 524).	
7. Fleet Management		
a.	Develops and recommends to the Administrator regulations and policies for the Federal Government pertaining to Government vehicles. (40 U.S.C. § 601, <i>et seq.</i> ; 31 U.S.C. § 1344; E.O. 13834 (see E.O. 13423, as amended, E.O. 13693, as amended); and E.O. 12919, as amended (see E.O. 11912, as amended)).	
b.	Develops procedures for the Federal Government to ensure safe operation of motor vehicles on Government business. (40 U.S.C. § 601 <i>et seq.</i>).	
c.	Develops Government-wide regulations for issuance by the Administrator and administers programs pertaining to energy conservation in the executive agency vehicles. Ensures that motor vehicles acquired by executive agencies conform to the requirements of E.O. 12919, as amended (see E.O. 11912, as amended).	
d.	Provides for motor vehicle identification, and grants exemptions from motor vehicle identification requirements on GSA operated vehicles when conspicuous identification would interfere with the purpose for which vehicles are acquired and used. (40 U.S.C. § 609).	
e.	Provides for reporting to the head of the employing agency or designee any violation involving the conversion of a Government-owned or -leased motor vehicle by a Government official or employee for personal use or the personal use of others. (40 U.S.C. § 611).	Authority does not include reporting violations for GSA Fleet vehicles (see Chapter 4 of this Manual).
8. Travel.		
a.	Develops and recommends to the Administrator regulations, as appropriate, for the Federal Government pertaining to travel, relocation allowances, and other official travel expenses. Develops and publishes per diem rates in Federal Travel Regulation Bulletins. (5 U.S.C. §§ 5701-5739, 5741-5742; 5 U.S.C. § 4111(b); 20 U.S.C. § 905(a); 31 U.S.C. §	

	1353; E.O. 11609, as amended).	
b.	Conducts periodic investigations of the cost of travel and the operation of privately owned vehicles to employees while engaged on official business and prepares reports of the results for the signature of the Administrator, or the Administrator's designee, to be submitted to Congress at least once a year. Develops and publishes privately owned vehicles rates in Federal Travel Regulation Bulletins. (5 U.S.C. §§ 5704 and 5707(b)).	
9. Transportation and Transportation Audits		
a.	Develops and recommends to the Administrator regulations, as appropriate, for the Federal Government pertaining to billing, payment, and audit of transportation expenses. (31 U.S.C. § 3726).	
b.	Makes determinations, or delegates authority, to represent executive agencies in proceedings involving transportation services before Federal and State regulatory bodies. (40 U.S.C. § 501).	Authority is limited to transportation services and does not include communications and public utilities. Requires concurrence of the appropriate Associate General Counsel.
c.	Develops and establishes criteria for prepayment audit programs, approves prepayment audit programs for agencies, and grants waivers for continued use of post payment audits in limited situations. (31 U.S.C. § 3726).	
10. Mail Management		
a.	Develops and recommends to the Administrator policies, regulations, standards, and guidelines for the Federal Government pertaining to mail. (44 U.S.C. §§ 2901-2902, 2904, and 2906).	
b.	Inspects Federal Government mail operations for conformance with established policies and procedures. (44 U.S.C. §§ 2904, and 2906).	
11. Aircraft Management		
	Develops and recommends to the Administrator policies, regulations, standards, and guidelines for acquisition, use and disposal of Federal Government	

	aircraft. (OMB Circular A-126).	
12. Forms Management		
	Develops and recommends to the Administrator policies and procedures for managing the Government-wide Standard and Optional Forms programs.	
13. Printing.		
	Develops and recommends to the Administrator policies and procedures for managing GSA's agency-wide printing, duplicating, and distribution programs.	
14. Committee Management Secretariat		
	Performs all functions of the Committee Management Secretariat assigned to the Administrator by Executive Order 12024, which include but are not limited to development of policies, regulations, and guidelines implementing the Federal Advisory Committee Act (FACA). (5 U.S.C. App. §§ 1 <i>et seq.</i>).	Authority to sign and transmit to the U.S. President the Annual Report to the President on Federal Advisory Committees is not delegated to the Associate Administrator for Government-wide Policy.
15. Human Capital Authorities		
	(See Part 1, Chapter 2, of this Manual)	
16. Common Authorities		
	(See Part 2, Chapter 2, of this Manual)	
17. Financial Management Authorities		
	(See CFO P 5450.1)	

PART 2 OFFICE OF ACQUISITION POLICY

To the extent that the Inspector General has independent contracting authority under Section 6 of the Inspector General Act of 1978, as amended, the following delegations do not limit that authority

Delegated Authority		Limitations
1. Specific Authorities		
a.	The Deputy Associate Administrator for Acquisition Policy shall have acquisition management as that official's primary duty and advise and assist the head of the executive agency and other agency officers to ensure that the mission of the executive agency is achieved through the management of the agency's acquisition activities. (41 U.S.C. § 1702(a)-(b)).	Authority not re-delegable
b.	Directs and coordinates the activities of the Office of Acquisition Policy that manages acquisitions within the GSA. (41 U.S.C. § 1702(b)(1)).	
c.	Monitors the performance of acquisition activities and acquisition programs of GSA, evaluating the performance of those programs on the basis of applicable performance measures, and advising the Administrator regarding the appropriate business strategy to achieve the mission of GSA. (41 U.S.C. § 1702(b)(3)(A)).	
d.	Ensure the appropriate use of full and open competition in the acquisition of property (personal and real) and services by GSA by establishing policies, procedures, and practices that ensure that GSA receives a sufficient number of sealed bids or competitive proposals from responsible sources to fulfill the Government's requirements (including performance and delivery schedules) at the lowest cost or best value considering the nature of the property or service procured. (41 U.S.C. § 1702(b)(3)(B)).	
e.	Ensure appropriate use of performance-based contracting and performance specifications. (41 U.S.C. § 1702(b)(3)(C)).	
f.	Makes acquisition decisions consistent with all applicable laws and establishes clear lines of authority, accountability, and responsibility for	

	acquisition decision-making within GSA. (41 U.S.C. § 1702(b)(3)(D)).	
g.	Manages the direction of acquisition policy for GSA, including implementation of the unique acquisition policies, regulations, and standards of GSA. (41 U.S.C. § 1702(b)(3)(E)).	
h.	Develops and maintains an acquisition career management program in GSA to ensure that there is an adequate professional workforce. (41 U.S.C. § 1702(b)(3)(G)).	
i.	As part of the strategic planning and performance evaluation process required under 5 U.S.C. § 306 and 31 U.S.C. §§ 1105(a)(28), 1115, 1116, 9703:	
	(1) Assesses the requirements established for agency personnel regarding knowledge and skill in acquisition resources management and the adequacy of such requirements for facilitating the achievement of the performance goals established for acquisition management; (41 U.S.C. § 1702(b)(3)(H)(i)).	
	(2) Develops strategies and specific plans for hiring, training, and professional development in order to rectify any deficiency in meeting such requirements; and (41 U.S.C. § 1702(b)(3)(H)(ii)).	
	(3) Establishes limitation, guidelines, and requirements for the exercise by other GSA offices of the authority delegated to them by the Administrator to contract for real property, informational technology (including automated data processing and telecommunications), personal property and non-personal services. (40 U.S.C. § 101 <i>et seq.</i>).	
	(4) Reports to the Chief Acquisition Officer on the progress made in improving acquisition management capability. (41 U.S.C. § 1702(b)(3)(H)(iii)).	
2. GSA-Wide Acquisition Regulations, Policies, And Procedures		
	Issues and maintains GSA-wide acquisition regulations, policies, and procedures that implement and supplement the FAR and makes any	

	determinations and decisions required by law, regulation, or agency directive relating to the issuance, publication, and codification of such policies, procedures, and regulations. (41 U.S.C. §§ 1302-1303).	
3. Gratuities		
	Determines whether a contractor offered or gave a gratuity to an officer, official, or employee of the Government and intended by the gratuity to obtain a contract or favorable treatment under a contract. (48 CFR §§ 3.204 and 503.204).	
4. Deciding Protests		
	Acts as the Agency Protest Official for GSA with authority to review and decide procurement protests filed with GSA. This includes the authority to hear and review supporting arguments, request relevant information from the parties, issue decisions, and recommend appropriate remedies. (E.O. 12979).	
5. Task and Delivery Order Ombudsman		
	Appoints a GSA employee or officer to serve as the Task and Delivery Order Ombudsman. (41 U.S.C. § 4106).	Authority may be re-delegated only to an employee within the Office of Acquisition Policy
6. Cost Accounting Standards Board		
	Appoints a GSA employee or officer to the Cost Accounting Standards Board. (41 U.S.C. §§ 1501-1506).	
7. Agency Competition Advocate		
	Appoints a GSA employee or officer to serve as the Agency Competition Advocate pursuant to the Office of Federal Procurement Policy Act (41 U.S.C. § 1705).	Competition advocate must be someone other than the Senior Procurement Executive. (41 U.S.C. § 1705 and FAR Subpart 6.5.
8. Eligibility to use GSA sources of supply and service.		
	Makes determination as to whether certain organizations are eligible to access GSA sources of supply, under its authorities or separate, specific statutes. (40 U.S.C. § 502)	

9. Federal Procurement Data System		
	As executive agent for the Office of Federal Procurement Policy, operates the Federal Procurement Data System. (41 U.S.C. § 1122(a)(4).	
10. Federal Acquisition Institute		
	Assists the Administrator for Federal Procurement Policy in performing functions of the Federal Acquisition Institute. (41 U.S.C. § 1122(a)(5).	

PART 3 SENIOR PROCUREMENT EXECUTIVE

To the extent that the Inspector General has independent contracting authority under Section 6 of the Inspector General Act of 1978, as amended, the following delegations do not limit that authority.

Delegated Authority		Limitations
1. The Deputy Chief Acquisition Officer		
	The Deputy Chief Acquisition Officer serves as the Senior Procurement Executive and reports directly to the Chief Acquisition Officer.	
2. The Senior Procurement Executive		
	The Senior Procurement Executive shall be responsible for management direction of the procurement system of GSA, including implementation of the unique procurement policies, regulations, and standards of GSA. 41 U.S.C. § 1702(c)(2)).	
3. Federal Acquisition Regulation (FAR)		
a.	Represents and exercises the authority of the Administrator on the Federal Acquisition Regulatory Council. (41 U.S.C. § 1302).	
b.	Issues and maintains the Federal Acquisition Regulation, pursuant to the authority under Title III of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. § 501 <i>et seq.</i>) and under the Office of Federal Procurement Policy Act (41 U.S.C. §§ 1121 <i>et seq.</i>), jointly with the Department of Defense and the National Aeronautics and Space Administration. (41 U.S.C. § 1303).	
4. Debarment and Suspension.		
	Acts as the agency debarring and suspending official for both procurement and non-procurement activities. This includes authority to suspend or debar acquisition and disposal contractors and to suspend or debar participants involved in Federal financial and nonfinancial assistance and benefits. (E.O. 12549, implemented at FMR 41 CFR Part 105-68, E.O. 12689, FAR Subpart 9.4, and 31 U.S.C. § 6101, note).	Authority may be re-delegated only to an employee within the Office of Acquisition Policy.
5. Contracting		
a.	Has unlimited authority to contract for personal and	

	real property, construction, and services. This includes authority and responsibility for making determinations and decisions required by law, regulation, or agency directives including but not limited to the Federal Acquisition Regulation (FAR) and the General Services Administration Acquisition Regulation (GSAR) relating to the acquisition of property and services.	
b.	Acts as head of contracting activity (HCA) with authority and responsibility for making determinations and decisions required under Title III of the Federal Property and Administrative Services Act of 1949, as amended or other statutes in connection with the procurement of property and services.	<p>The Commissioner and Deputy Commissioner of FAS</p> <p>The Commissioner and Deputy Commissioner of PBS</p> <ul style="list-style-type: none"> • The Commissioner and Deputy Commissioner of FAS and the Commissioner and Deputy Commissioner of PBS may re-delegate in writing contracting authority one level below the positions identified after consultation with the SPE. • The FAS Commissioner, the FAS Deputy Commissioner, the PBS Commissioner, and the PBS Deputy Commissioner may re-delegate in writing HCA authority one level, after consultation with the SPE. <p>The FAS Deputy Commissioner and Director of TTS; and</p> <p>The Chief Administrative</p>

		<p>Services Officer.</p> <ul style="list-style-type: none"> • The FAS Deputy Commissioner and Director of TTS, and the Chief Administrative Services Officer may not re-delegate contracting authority. • The FAS Deputy Commissioner and Director of TTS, and the Chief Administrative Services Officer may not re-delegate HCA authority.
c.	<p><u>Memoranda of Understanding (MOU) and other agreements.</u> Enters into MOUs, interagency agreements, cooperative agreements, grants and other similar agreements for those activities for which the Senior Procurement Executive has responsibility, including those functions cited in 41 U.S.C. § 1122(a). This includes authority and responsibility for making determinations and decisions required by any law, regulation, or agency directive relating to the use of the agreement. (40 U.S.C. §§ 501-502; 31 U.S.C. § 1535).</p>	
6. Voiding and Rescinding Contracts.		
	<p>Declares void and rescinds contracts under 48 CFR Subpart 3.7 and recovers amount expended and property transferred. (18 U.S.C. § 218, E.O. 12448).</p>	<p>Authority may be re-delegated only to an employee within the Office of Acquisition Policy.</p>
7. Construction Metrication Ombudsman.		
	<p>Construction Metrication Ombudsman. Appoints a Senior Agency Official to serve as the Construction Metrication Ombudsman for GSA pursuant to the Savings in Construction Act of 1996 (15 U.S.C § 205I).</p>	<p>Construction Metrication Ombudsman may be in the Office of Government-wide Policy (OGP) or outside OGP but not an employee or official in the Public</p>

		<p>Buildings Service, Office of Design and Construction or Office of the Chief Architect</p> <p>This authority to appoint cannot be re-delegated.</p>
--	--	---

**PART 4 DELEGATION OF AUTHORITY FROM THE ASSOCIATE ADMINISTRATOR
FOR GOVERNMENTWIDE POLICY TO OGP OFFICIALS**

Authority		Delegated To	Limitations
.	Serves as GSA's Evaluation Officer and performs the responsibilities outlined in the Foundations for Evidence-based Policy Making Act of 2018 and supporting OMB implementation guidance as required by Public Law 1150435 and OMB Memo M-19-23.	Director, Office of Evaluation Sciences	This authority may not be re-delegated